



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
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April 2, 2014

**MEMORANDUM FOR DLA EXECUTIVE BOARD**

**SUBJECT:** Directive-Type Memorandum (DTM) 14-014 – Budget Preparation and Project Selection Guidance for the DLA Logistics Research & Development (R&D) Program

Purpose. This DTM establishes interim policy to guide budget preparation and project selection for the DLA Logistics R&D Program. This memorandum is effective immediately for preparation of the Program's fiscal year 2016 President's Budget submission and, to the extent practicable, to the continuation and selection of R&D projects in fiscal years 2014 and 2015. The policy set forth below will be incorporated into a new DLA Instruction and Manual for R&D that will be issued within twelve months from the date of DTM issuance.

Applicability. This DTM applies to Headquarters, DLA and DLA Primary Field Level Activities (PFLAs).

Policy. The Director, DLA, has directed that the budget preparation and project selection process for the DLA Logistics R&D program will:

- a. Seek DLA senior leader input and ongoing sponsorship for execution of highest priority R&D efforts.
- b. Select and fund projects with defensible, definable operational outcomes that produce measurable results in 12-24 months.
- c. Fund approved initiatives based on defined criteria (e.g., operational outcome, time to complete, ROI and transition probability) and that have a well-defined evaluation methodology for project initiation and transition.

Application of this policy will govern R&D requirements to the FY 2016 President's Budget Review, and will shape new and existing projects in FY 2014 and FY 2015, as appropriate.

Responsibilities.

- a. Primary Field Level Activity Commanders/Directors and J code Directors shall:
  - (1) Upon request from the Chief, Logistics R&D, through the Director, J3, promptly convey key challenges faced by their organizations and other ways in which their organization may benefit from R&D efforts.
  - (2) Perform oversight, including periodic reviews, of R&D projects addressing their organizations' key challenges
- b. The Enterprise Operations Planning Council (EOPC) shall review and, as appropriate, recommend to the Director, J3, budget submissions and project charters from the Logistics R&D Office.
- c. The Director, DLA Logistics Operations (J3), shall:
  - (1) Review, and, as appropriate, approve budget submissions and project charters from the Logistics R&D Office recommended by the EOPC.
  - (2) The Support Executive Director, J34, shall review and, as appropriate, recommend to the EOPC, budget submissions and project charters from the Logistics R&D Office.
- d. The Director, Research and Resource Analysis, shall review and, as appropriate, recommend to Support Executive Director, J34, budget submissions and project charters from the Logistics R&D Office.
- e. The Chief, Logistics Research and Development, shall, in addition to existing duties and responsibilities:
  - (1) Review key challenges submitted for consideration by the PFLA Commanders and Directors and J code Directors.
  - (2) Align the Logistics R&D budget process and submissions to the approved Strategic Focus Areas (SFAs) derived from the key challenges submitted for consideration by the PFLA Commanders and Directors and J code Directors:
    - a. Material Availability
    - b. High Quality Sources
    - c. Industry and Customers Collaboration
    - d. Analytic and Decision Support

- e. Logistics Processes
- f. Enhance IT Systems.
- g. Innovative Products and Services for DLA Customers

(3) Develop R&D project recommendations aligned to those approved SFAs.

f. The Director, DLA Operations Research and Resource Analysis (DORRA) shall provide analytical support, as required.

Procedures. Procedures will be defined in the DLA Instruction and Manual.

Information Requirements. None

Internal Controls. Internal Controls will be defined in the DLA Instruction and Manual.

Releasability. UNLIMITED. This DTM is approved for public release and is available on the DLA Issuances Internet Website at <http://www.dla.mil/Issuances>.

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